



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS US ARMY GARRISON**  
**2837 BOYD AVENUE**  
**FORT HUACHUCA ARIZONA 85613-7001**

ATZS-CDR (215)

29 April 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: POLICY – Morale, Welfare, and Recreation (MWR) Patron and Access Card**

1. This memorandum establishes policy and procedures for the MWR Patron and MWR Access Card. The purpose is to identify those individuals authorized to obtain such a card and to outline procedures for obtaining the card.
2. Eligible patrons for the MWR Patron Card are listed in Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 25 October 1998, Chapter 6 - Morale, Welfare, and Recreation Patronage, Paragraph 6-1. Eligibility - Table 6-1 MWR Patronage Authorizations, pages 18-20 (enclosed).
3. Eligible MWR patrons may sponsor guests in accordance with the Directorate of Community Activities (DCA) Guest Policy, provided the patron is 18 years of age or over and remains in the same area/activity/room while their guest(s) utilize the facility.
4. The MWR Patron Card will be valid for two years and is renewable if the individual is still an authorized patron. For contractors and their family members, the expiration date will be determined by the length of the contract. The MWR Patron Card is offered at no charge; however, if a Patron Card is lost, there is a \$5 replacement fee.
5. The MWR Patron Cards may be obtained at the Nonappropriated Fund (NAF) Human Resources Office, Auger Avenue, Building #22214. Please contact the staff at 533-5128 for directions.
6. The MWR color-coded Access Card is for those individuals who have a valid purpose for entering the installation and are affiliated with DoD. These cards will be distributed by each Directorate/Tenant Activity when Fort Huachuca reaches threatcon level BRAVO. Eligible personnel include: vendors, volunteers, media, participants in sporting events, special events, and other personnel determined by an official Fort Huachuca organization approved by the DCA.

ATZS-CDR

SUBJECT: POLICY—Morale, Welfare, and Recreation (MWR) Patron Card

7. All organizations requiring special access must fully comply with this policy. Additionally, they must complete the Special Access request which must be signed by an organization or individual affiliated with DoD. This request can be obtained from your supporting organization.
8. The MWR color-coded Access Card is valid for the current calendar month. Access to the installation is determined by a specific color for each calendar month.
9. The point of contact for this action is the NAF Human Resources Office, 3-5128.

Encl

LAWRENCE J. PORTOUW  
Colonel, MI  
Commander, US Army Garrison

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